



*Board of Trustees Regular Session Wednesday, August 19, 2015*

*Present: Traci Black, Patricia Griffiths, Valerie Harsh, Lois Holt,  
Holly Hult,  
Pepper Pehrson*

*Excused: Gamal Herbon*

*Others: Kim Fong; Library Director, Traci Sutherland; Library Staff*

*1. Call to Order: President Black called the meeting to order at  
6:40 p.m.*

*2. Approval of Minutes*

*2.1 July 2015*

*The minutes of the July 2015 meeting were approved with  
corrections on a motion made by Pat Griffiths, seconded by  
Valerie Harsh. Voting was unanimous in favor.*

*3. Public Comment*

*There were no members of the public present at the meeting.*

*4. Financial Report*

*Director Fong reviewed the Financial Reports. At the end of the  
financial year, not all anticipated revenue had been received,*

and most likely will not be. A majority of the deficit came from the motor-vehicle in lieu fund. This is an amount that will most likely have to be recalculated by the City Finance department in the future.

At 100% of the financial year, the Library budget was 97% spent, with the majority of invoices and bills having been received and paid. Lois Holt made a motion to receive and file the July 2015 finance reports, seconded by Pepper Pehrson. Voting was unanimous in favor.

5. Director's Report

Director Fong presented the Director's Report. She discussed the various Library teams, their organization, accomplishments and upcoming goals.

6. Board Reports

President Black discussed with the Board the truth-in-taxation hearing that she recently attended for the Murray School District. She discussed what she observed at the meeting and some of the concerns addressed by citizens attending the meeting. She thought that these could be some of the issues that citizens may also have when the Library asks for a tax increase. She stressed to the Board her feeling that when the Library presents their reasons for a tax increase, it must be very specific and well-documented as to where the money is going.

President Black told the Board she was concerned because she had an audiobook that apparently had never gotten checked out at the new checkout machine. Board members discussed with Director Fong the accuracy of the new checkout machines. Director Fong said that the security gates will alert staff when

patrons have an item that has not been checked out, or that the security has not been turned off. She said staff members are working on being more diligent to stop patrons when they are alerted to a problem item.

The Friends of the Library will be meeting on September 2. They will be discussing remodeling the front lobby. President Black asked for Board member ideas for the remodel that she could take to the meeting.

7. Training

Director Fong reviewed the staff safety training, which took place on Thursday, August 13. In the morning, the staff discussed how to deal with difficult patrons. In the afternoon, the staff had training on various safety issues, including active shooter training, proper use of fire extinguishers, earthquake training, bomb threat training and building evacuation.

The City had previously planned to repave the driveway of the Library on this day, but cancelled the project the day before. The driveway will mostly like now be repaved in the spring. The Board discussed whether or not it would be possible at that time to change the entrance to the Library from the street to have both an entrance and exit. Director Fong said she had spoken to Doug Hill from Public Works about that, and that it is not possible due to state regulations.

8. Old Business

None

## 9. New Business

### 9.1 Proposed Change to Room Use Policy

Pat Griffiths submitted a proposal to amend the Room Use Policy to allow “established community partners” to reserve the auditorium and room 3 up to a year in advance, rather than 3 months in advance, as listed in the policy. These groups would then be able to plan and publish their meeting schedules for the whole year. Currently, these groups have been allowed to book the rooms for the whole year, but it was an exception made by the Library, and not formally part of the policy. The Board discussed which groups would fall under the title of “established community partners”. The Board designated these groups as “established Murray civic organizations”. Valerie Harsh made a motion to make the change to the Room Use Policy, seconded by Holly Hult. Voting was unanimous in favor.

## 10. Adjournment

President Black said she would accept a motion to adjourn. Holly Hult so moved, seconded by Lois Holt. Voting was unanimous in favor and the meeting was adjourned at 8:10 p.m.